



Sports Field Rules and Regulations 2012

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

By requesting and accepting a reservation for use of a FCPRD sports field, groups agree to the following:

1. The President and/or Designated Representative for each organization are responsible for knowing FCPRD Rules and ensuring all Regulations are followed.
2. A responsible adult must be present at all times. That individual is responsible for damage to property, as well as the supervision and control of all group participants, officials and spectators during use of the facility.
3. Adequate chaperons and supervision must be provided for children and youth activities at a ratio of **no less** than one adult per twenty-five children and/or youths.
4. Good judgment must be used when assessing field conditions: fields are NOT to be used when conditions are such that said use is likely to cause injury to participants or result in damages to the playing surface.
5. Alteration or installation of equipment (basketball hoops, fences, moving soccer goals, bases, mounds, etc.) is prohibited. (A Special Request Permit must be submitted for approval by the Division Director if an exception is requested; requires five [5] business days from submission date for approval process to be completed.)
6. Field use is restricted to during allocated time ONLY, and to only those areas to which the group has been assigned. Authorized field use will be posted on the Field Schedule at each park; organizations should have written confirmation of their reservation available at all times.
7. Field use is restricted to the purpose the field is designed for (see Page 23). Exception: submission of a Special Request Permit approved by the Division Director
8. Reserved field time must be relinquished for any times that will not be used; a Field Relinquishment Form must be submitted to FCPRD immediately upon determining a field(s) is not needed.
9. Interference with employee and/or volunteer duties is prohibited by law.
10. Inappropriate or indecent conduct, intoxicants, harassment and/or language are strictly prohibited.
11. NO use of illegal drugs or weapons is permitted at any activity or on any park property at any time.
12. Alcohol is LIMITED TO DESIGNATED AREAS ONLY, and requires the purchase of an Alcohol Permit (see Page 23).
13. **Parking in unauthorized areas is prohibited; driving or parking on grassy areas is prohibited.**

The Frederick County Parks and Recreation Division (FCPRD) Director has the authority to make changes to the rules and regulations, and fees, as usage and field availability change, and to interpret and determine appropriate procedures for implementation of this policy. Additionally, the Frederick County Parks and Recreation Division Director has the authority to restrict or terminate permits when violation occurs that warrants termination, or when it is deemed in the best interest of the facility or County.

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By requesting and accepting a reservation for use of a FCPRD sports field, groups agree to the following (continued):

14. Defacing of property is prohibited.
15. Soliciting or loitering is prohibited.
16. Violent or threatening behavior of participants, officials, spectators or any other person(s) participating in or attending the permitted activity that may jeopardize the safety of others is prohibited and must be prevented, controlled and/or addressed immediately.
17. Activities shall be orderly and lawful, and not of a nature to incite others to disorder.
18. **Full compliance** with concession rules and regulations is required.
19. **Full compliance** with banner/sign/display rules and regulations is required.
20. **Full compliance** with Rules and Regulations of the Frederick County Parks and Recreation Division is required.
21. **Full compliance** with all federal state and local laws, regulations and licensing requirements is required.

The Frederick County Parks and Recreation Division (FCPRD) Director has the authority to make changes to the rules and regulations, and fees changes, as usage and field availability change, and to interpret and determine appropriate procedures for implementation of this policy. Additionally, the Frederick County Parks and Recreation Division Director has the authority to restrict or terminate permits when violation occurs that warrants termination, or when it is deemed in the best interest of the facility or County.

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GENERAL INFORMATION

REQUESTING FIELD TIME

- Sports fields are available for reservation from March 15th thru November 14th each year; sports fields are NOT available for reservation from November 15th thru March 14th except by approved Special Request permit (requires five business days for approval).
- Frederick County Parks and Recreation Division (FCPRD) will begin accepting next season's field requests on December 1st of each year.
- Contact person (official representative) will be limited to the president
 - Exception: the president of an organization may designate another individual as the sole contact by submitting the Designated Representative Form.
 - FCPRD will accept only **one contact per sport** per organization
 - By submitting the signed Designated Representative Form, the president is allocating responsibility to another person to conduct ALL field responsibilities between FCPRD and the organization.
 - Only the president OR designated representative may request fields for that organization.
 - Applications will NOT be accepted unless signed by either the president OR the assigned designated representative.
 - Official representatives must be at least eighteen (18) years of age.
- It is extremely important to request **ONLY** the field time actually needed and that will actually be used. Blanket requests should not be submitted.
 - Start and end dates should accurately reflect the actual start and end to each season being played (including practices).
 - Since field requests must often be made before actual needs are known, a Field Relinquishment Form must be submitted as soon as any excess time is identified (i.e., once signups and/or schedules are completed).
 - Repeated failure to use reserved field time without proper notification is reason for loss of "Good Standing" status or termination of reservation and may affect ability of organization to reserve County sports fields.

DUE DATES - 2012

- Seasonal Requests for the upcoming Spring/Summer Season are due from groups, **including** Rec Councils, by January 3rd (June 1st for Fall requests).
 - Seasonal Requests require a Full Application (see definition on Page 28) in order to maintain priority of use consideration.
- Only Full Applications will be accepted (see Partial Application for exception). All forms as listed in the definition of a Full Application (Page 28) must be signed by either the president or designated representative or they will not be accepted.

Partial Applications (consisting of the Seasonal/Tournament Request form and the Security Deposit will be accepted **ONLY** at the Annual Scheduling Meeting in order to begin the process of preparing the 2012 Preliminary Field Schedule. However, all remaining documents that constitute a Full Application must be submitted by January 3, 2012 (June 1, 2012 for Fall).

- Grace period of seven (7) days will be allowed to complete the Full Application, during which time you will be notified of missing forms and/or fees.
 - If at the end of the business day (4:00 pm) on January 10, 2012 (June 8, 2012), the completed Full Application is not received by FCPRD, your application will be returned; your reservation removed from the Preliminary Field Schedule and prior use consideration will be lost.
 - **See chart on Page 30 for complete list of due dates.**

Rules are subject to change by FCPRD at any time

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“GOOD STANDING” STATUS

- Required status of organizations, groups and/or individuals in order to reserve FCPRD sports fields
- Considered in this status until infractions or violations of rules and regulations cause removal of same
- To maintain “Good Standing” status, field users must:
 - Make timely submission of a Full Application
 - Make payments in full on or before due date
 - Adhere to all rules and regulations
 - Properly maintain fields (except for normal wear and tear)
 - Clean up reserved area after use
 - Monitor actions of group members, coaches, officials, parents and spectators

REMOVAL FROM “GOOD STANDING” STATUS

- Written notice of removal from “Good Standing” status will be sent to group
- Removal may be due to a violation of one or more rules, regulations and/or other requirements, including but not restricted to,
 - Failure to submit a Full Application and/or all paperwork by due date
 - Failure to submit payment of any/all fees/deposits/damages by due date
 - Violation of one or more Parks Sports Field Rules or Regulations
 - Violation of one or more Frederick County Ordinances
 - Failure to maintain fields (except for normal wear and tear)
 - Failure to prevent damage to County property
 - Poor judgment in assessing field conditions and allowing play that damages fields
 - Allowing play when conditions are too wet, and damage results
 - Use of unauthorized ATVs, tractors, etc. to prepare infields for play
 - Failure to monitor group members, coaches, officials, parents or spectators
 - Failure to provide adult supervision for youth activities
 - Failure to ensure that activities are orderly and lawful
 - Failure to control violent or threatening behavior of participants, spectators or officials
 - Failure to secure permission for:
 - Signs/banners/displays
 - Advertising
 - Concessions and sales
 - Allowing alcohol to be possessed or consumed without valid alcohol permit or in area not designated for alcohol use
 - Failure to police grounds and remove litter/trash
 - Failure to park only in designated parking spaces
 - Failure to relinquish fields as required, or to follow relinquishment procedure
 - Attempting to purchase a reservation granted to a member of the public, or to intimidate said user into vacating the field
 - Penalty is automatic disqualification from tournament consideration for following season
 - Brokering, permitting use of, or transferring your reserved time with others without the approval of FCPRD
- Groups may appeal removal from “Good Standing” status through Allocation Review Process (Page 13)
- Groups NOT in “Good Standing” lose the ability to reserve County fields. Violations will be placed on the “Good Standing” Status Log for:
 - A period of one year from date of infraction (if infraction is corrected and not repeated)
 - Indefinitely if infraction is not corrected and/or is repeated

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DENIAL OR TERMINATION OF USE OF FIELDS

May be based on:

- Loss of "Good Standing" status
- Expired Insurance
- A history of field damage, regulation violations or inadequate supervision of attendees
- Discrimination prohibited by state or federal law
- Permit holder violates state or federal law
- Participants or the organization have demonstrated, or now demonstrate, dangerous or violent behavior
- Participants or the organization promote hatred and/or violence
- Progressive disciplinary measures to address spectator, coach, official or athlete behavioral problems are not established and followed

FIELD INFORMATION

- FCPRD makes every effort to have fields ready for play by the beginning of each season; however, no guarantees are made, as this is weather dependent. FCPRD reserves the right to change the starting date for field availability.
 - During March, turf is often wet and not actively growing, and therefore is susceptible to damage from use. It is important that use be called off when fields are too wet and may be damaged by play.
 - Should damage result from use, repair costs will be deducted from the security deposit. If repair costs exceed the security deposit, the organization will be invoiced the difference. The organization will also be required to reinstate the amount necessary to bring the security deposit to the required amount (unless the playing season has ended).
 - *Severe misuse, or a pattern of misuse, will result in the organization's loss of field use, and will affect its ability to reserve fields in the future.*
- FCPRD will routinely keep grass cut; the grounds clean, bases and plates in place, and eliminate safety hazards where possible.
 - Field users are responsible for preparing infields for play the day of the reservation, including dragging, lining and filling holes.
 - Preparation is NOT to be done prior to game day except by approved Special Request Permit
 - **An approved Special Request Permit is required for the use of trucks, ATV's and tractors for the purpose of preparing fields for play.**
 - Material Safety Data Sheets (MSDS) must be submitted with a Special Request Permit form, and approved, before applying field materials not supplied by FCPRD.
 - Sound judgment should be used when deciding whether to drag wet fields.
 - Damage resulting from field preparation during wet conditions, or for any other reasons resulting from the actions of the user, are the responsibility of the user. Groups will be held financially responsible for damage.
 - Damage to facilities will negatively impact your organization's "Good Standing" status, and may result in loss of ability to reserve County fields for play.
- Moving or alteration of bases, plates, soccer goals or other equipment is **prohibited** except by approved Special Request Permit.
 - Full-size regulation soccer goals are pinned to the ground for safety, **and are required to be pinned at all times during play.**
 - All equipment must be returned to pre-use condition.
 - The cutting of locks and/or chains on soccer goals is considered damage to FCPRD property and groups will be held financially responsible.
 - Failure to meet the requirements for moving equipment may result in loss of "Good Standing" status, and the ability to reserve County fields.
- Construction, modification or physical change to any field or facility requires an approved Special Request Permit (five business days for approval) or Park Improvement Proposal (thirty days for approval), whichever is appropriate for the type of work to be done (see Pages 19, 20 and Appendix).

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FIELD INFORMATION (cont'd)

- Fields may NOT be used when:
 - Water is standing on the field
 - Soil is frozen
 - Soil is wet and spongy
 - Steady rain is falling
 - A lightning/electrical storm is occurring
 - Play would result in damage to the field
- The removal of ground litter, and the return of the field and surrounding area to pre-use condition, is the responsibility of those reserving the fields.
 - Trash is to be placed in appropriate receptacles, and any excess removed from the park by the reserving group.
 - The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of County property resulting from the permitted activity.
 - Failure to comply will result in the loss of the security deposit and the permit holder being invoiced for any additional cost.
- Post-tournament inspections will be performed to determine condition of the grounds and what portion, if any, of the security deposit is to be withheld.
 - Additional fees may be charged for damages, including excessive ground litter
- FCPRD reserves the right to schedule fields on a limited basis to protect the turf, or to close fields for extended periods of time for renovation.
 - No tournament use of Pinecliff Field #1 is permitted on Saturdays and Sundays except by Special Request
- Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to FCPRD at 301-600-2353 or by email to mletourneau@frederickcountymd.gov at least twenty-four (24) hours in advance, unless the action was due to inclement weather (which should be reported the next business day).
- Seasonal groups requesting rain make up dates
 - Written request must be submitted
 - Dates and times of games that were rained out must be supplied
 - Dates and times requested for rain make-ups must be prioritized (1st choice, 2nd choice etc.)
 - Fields, dates and times for rain make-ups will be assigned on a field available basis

**USERS WILL BE HELD FINANCIALLY
RESPONSIBLE FOR DAMAGE**
*Damage to facilities may affect your
"Good Standing" status*

SCHOOL FIELDS

- FCPRD reserves sports fields at Recreation Center locations (Catoclin, Centerville, Deer Crossing, Middletown, Oakdale (unavailable in 2012 due to school construction), Tuscarora and Walkersville).
 - All Frederick County Public School (FCPS) facility use rules and regulations, as well as FCPRD rules and regulations, apply.
 - FCPS may cancel or postpone any non-school use of a school field reserved through FCPRD when such use is in conflict with a school event, or for any reason whatsoever.
 - FCPRD will make every attempt to notify the affected organizations as soon as the cancellation information is received.
- Any individual or group found guilty of damaging, destroying or defacing school or park property, or other public property, may be excluded from further use of a field or facility, and shall be held responsible for such damage.
 - User shall ensure reimbursement for the cost of damages occurring during use.
 - User group may forfeit some of their assigned fields in order to compensate other groups adversely affected as a result of the damage.

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MISCELLANEOUS

- Play must end no later than 15 minutes before the official park closing time (see Park Hours Chart, Page 30). Players must exit promptly so that the Park may close on time.
- No admission may be charged for any activity held in County Parks. Spectators to any event held in County Parks may not be charged an admission fee.
- Shelter reservations are **NOT** included with field reservations. Shelters may be reserved separately (for a fee) by calling 301-600-1646 or visiting the FCPRD Office at 118 North Market Street in Frederick. Shelters must be yielded to those persons with paid reservations.
- If there is no park representative on site, call Emergency Communications at 301-600-1603 in case of a problem with your reservations, fields or lights. Ask that they contact the Parks Emergency Contact.
- All managers, coaches or persons in charge of a group using the fields are responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. FCPRD reserves the right to suspend or expel any organization, groups of individuals, or individual from use of County athletic facilities if their use of the fields causes, or may cause damage to the facility, or threatens to harm any individual.
- Field use after sunset may not occur on an unlit field

Rules are subject to change by FCPRD at any time

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RESERVATION OF FREDERICK COUNTY SPORTS FIELDS

Reservations are required for the formal use of any Frederick County sports field. Formal use is defined as the “recurring and/or organized” use of a field or reservable area and/or the use by groups with any combination of uniforms, officials, spectators, or other evidence of being an organized group playing an organized sport.

RESERVATION PROCEDURE FOR FCPRD FIELDS

- Verbal requests will not be accepted
- A Full Application (see definition, Page 28) is required for a reservation to be considered “booked”
- Requests will be awarded based on priority consideration established by the Board of County Commissioners (see chart on Page 12)
- Requests must be **ONLY** for field time actually needed, and that will actually be used - be as accurate as possible
 - Blanket requests will not be accepted
 - Include start and end dates for both practices and games
 - Unused reserved field time must be “returned” by submitting a Field Relinquishment Form as soon as any excess reserved time is identified
 - Repeated failure to use reserved field time is reason for loss of “Good Standing” status, termination of reservation and/or ability to reserve County sports fields
- All forms must be filled out completely and legibly, or they will not be accepted
 - Incomplete forms will be returned; this delay could negatively impact field use requests
- Forms are to be submitted to the Parks Office, 430 Pine Avenue, Frederick, MD 21701
 - Forms may be faxed (301-600-1664) or emailed if delivery deadline cannot otherwise be met
 - Faxed or emailed application are considered temporary until security deposit is received
 - Emails must be in a file format that can be opened by FCPRD and printed on 8 ½ x 11” paper

To reserve a Frederick County Sports Field:

1. Contact Parks Office at 301-600-2353, or
2. Visit the Parks Office at 430 Pine Avenue (M-F; 7:30 am – 4:00 pm), or
3. Attend the Annual Field Scheduling Meeting in December, or
4. Send email to mletourneau@frederickcountymd.gov or smose@frederickcountymd.gov, or
5. Print forms from FCPRD website at www.recreator.com (at this time forms cannot be electronically submitted from the website), complete and submit by mail or as an email attachment

ANNUAL FIELD SCHEDULING MEETING

- Held annually on the first Tuesday in December
 - Meeting date (**December 6, 2011**) will be advertised in the local media (local newspaper, www.recreator.com and Channel 19)
 - Groups who attended the previous year will be notified by mail of the date/time
 - Interested parties may call FCPRD at 301-600-2353 to be placed on meeting notification list
- The next season’s (Spring/Summer and Fall) tournament schedule will be set at this meeting
- Seasonal requests are accepted (see box, below)
- All organizations interested in using FCPRD fields the upcoming year are advised to attend in order to receive due consideration.

***ONLY at the Field Scheduling Meeting will a Partial Application be accepted
(Seasonal or Tournament Request Form and the Security Deposit).***

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ANNUAL FIELD SCHEDULING MEETING TOURNAMENT PROCEDURE:

A tournament is defined as a sporting event consisting of several games being played to determine a winner. Tournaments may include, but are not limited to, softball, baseball, soccer, kickball and lacrosse. ***For the purpose of reserving fields, a scrimmage fest will be considered to be a tournament.***

- Most tournament reservations will be scheduled at this meeting; later requests will be processed as received, on an “as fields are available” basis
- A \$100 security deposit is due with each request for a tournament
 - Separate deposit is required for each park location requested
 - Separate check or money order for each park is preferred
- Parks Superintendent places all tournament requests on calendar
 - **Free seasonal tournaments are determined first (up to 2 per calendar year, per organization)**
 - Free seasonal tournaments are limited to one park (applicable fees and additional security deposit are required for additional parks)
 - Free seasonal tournaments are limited to a maximum of four (4) free fields (additional fields subject to field use fees)
 - Free seasonal tournaments are limited to two consecutive days (additional days subject to field use fees)
 - Applicants may be asked to prioritize tournaments, if requesting more than one tournament
 - Dates for which only one request is made will be awarded to that individual/group
 - For multiple requests, if a compromise cannot be reached by applicants, a drawing will determine the final decision as to the award
 - Applicants not awarded a reserved date will be allowed to request another open date
 - Conflicting date requests will be awarded by a drawing
 - Rain dates will not be reserved unless paid for; cancellation rules will apply
 - Groups may request up to three (3) tournaments per year
 - Additional tournaments, above the maximum of three, may be requested through submission of a Special Request Permit, subject to the approval of the Division Director
 - Tournaments exceeding two consecutive days may be requested through submission of a Special Request Permit, subject to the approval of the Division Director

RESERVATIONS ARE NOT TRANSFERABLE:

- Any change in reservation (date, times, or fields) requires:
 - Field Relinquishment form and
 - Approval by FCPRD **before** date of event
- Giving unauthorized permission for anyone else to use your reserved field time can result in cancellation of your current reservation, loss of “Good Standing” status, and future inability to reserve County fields.
- Request to change submitted schedule must in writing; verbal requests will not be accepted.

RELINQUISHING FIELD TIME

- Approved reservation of field use that will not be used must be **reported immediately to FCPRD**
 - Field Relinquishment Form must be submitted to FCPRD in advance of date of reserved use
- Relinquishment Forms for fields requested on the Seasonal/Tournament Request forms that will not be used must be:
 - Submitted with practice and/or game schedules by deadline
 - Submitted at any time it is determined reserved field use is no longer needed

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TOURNAMENT RAINOUTS AND CANCELLATIONS

Tournament representatives must notify Parks and Recreation (301-600-2353) the **first business day following the scheduled tournament date** (between the hours of 7:30 am – 4:00 pm) in case of being rained out, in order to receive a refund of field use fees and security deposit.

- Rain date refunds (Field Use Fees and Security Deposits) are given ONLY if president or designated representative notifies Parks and Recreation by the end of the first business day following the tournament.
 - Follow-up written request must be submitted for refund (email to mletourneau@frederickcountymd.gov or mail to 430 Pine Avenue, Frederick, MD 21701
 - A faxed request is acceptable (301-600-1664)
 - If a tournament is held, no refunds will be given for any fields reserved but not used
- Make-up dates for tournament rainouts
 - Must be scheduled by FCPRD only
 - Written request must be received from president or designated representative (can be faxed, emailed or hand-delivered)
 - VERBAL REQUESTS WILL NOT BE ACCEPTED
- Cancellations: Tournament representative must notify FCPRD in writing of their desire to cancel
 - Written notification must be received by FCPRD at least 20 calendar days prior to the beginning of a scheduled tournament
 - With 20 days prior notice, field use fees will be reimbursed in a timely manner
 - Security Deposits will NOT be returned
 - Verbal request for refund must be followed up by written request via email to mletourneau@frederickcountymd.gov or mailed to Parks Office, 430 Pine Avenue, Frederick, MD 21701

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FIELD ALLOCATION:

- Priority of use will be:

FIELD ALLOCATION CHART

1. Board of County Commissioners
2. Frederick County Division of Parks and Recreation
3. Frederick County Recreation Councils
4. **Prior Seasonal Use Groups with 66% Frederick County Residency ***
5. **New Seasonal Use Groups with 66% Frederick County Residency ***
6. **Prior Seasonal Use Groups with less than 66% F C Residency ***
7. **New Seasonal Use Groups with less than 66% F C Residency ***

- Frederick County Residency will include
 - Any participant (youth or adult) whose primary residence is within Frederick County, MD, or any youth under eighteen years of age, whose guardian's residence is within Frederick County, MD
 - Organizations must meet this requirement to qualify for a Youth Group exemption
 - All residents within the town limits of the Town of Mount Airy will be considered Frederick County residents for the purpose of reserving Frederick County Sports Fields with respect to field allocation
 - Any corporate or company team where the company or agency is based (or has a branch office therein) in Frederick County, MD. Sixty-six percent (66%) of all players must work for the sponsoring company, corporation or agency, or be residents of Frederick County **and** the fee must be paid with a company check
- Residency will be established as follows:
 - Existing groups with previous use of FCPRD facilities must
 - Final 2011 season's rosters and schedules on file with FCPRD will be used for determination.
 - Must support residency requirement
 - If less than 66% Frederick County residency, proof of residency for 2012 must be submitted with Full Application for Priority Use Consideration
 - Priority is only for exact same days, Park fields and times as previous season (i.e. 2011 reservation of Field #1 at Ballenger for Spring/Summer on Mondays, would allow for prior use consideration for 2012 request for Field #1 at Ballenger for Spring/Summer on Mondays)
 - Existing groups without previous use of FCPRD facilities must
 - Provide last season's roster and schedules (even though from a non-FCPRD facility)
 - FCPRD will review documentation and make a decision of group placement on Field Allocation Chart
 - Actual schedules and rosters from first season of play on County fields will then be used the following season to determine the group's placement on the Field Allocation Chart
 - Newly-formed groups (who did not exist the previous season) must
 - Provide a written description of their group
 - Project or estimate if the number of their group will be at least 66%
 - FCPRD will review the documentation and make a decision where the group should be placed on the Field Allocation Chart
 - Actual schedules and rosters from their first season of existence will then be used the following season to determine the group's placement on the Field Allocation Chart
 - Recreation Councils
 - Full Application must be submitted by the due date and the council is in "Good Standing"
 - All Rosters and Schedules from previous seasons were submitted as required
 - In order to receive Rec Council sanctioned status for the purposes of field allocation, each Council must submit to the FCPRD by November 1st, a list of sanctioned organizations for the upcoming year.
 - Field requests received for programs not on the list of sanctioned organizations will NOT receive Rec Council field allocation consideration
 - Only sanctioned activities or programs of approved FC Rec Councils, or groups officially sanctioned by the approved FCRC will receive Recreation Council status consideration for purposes of field allocation (#3 on the Priorities for Field Allocation Chart).
 - A sanctioned recreation council program is one directly associated with, and under the authority of, a particular recreation council.

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FIELD ALLOCATION (cont'd):

- Recreation Councils (cont'd)
 - Independent organizations affiliated with a member on the council board or simply sponsored by a particular council, are NOT sanctioned organizations.
 - Groups with their own separate decision-making board independent of the council, or not under the authority of the council board, or with an independent bank account for a specific program, and/or with a separate organization title do NOT qualify to be sanctioned.
- Use the previous year does NOT guarantee use in the current year
- Rec Councils are exempt from submitting Roster and Schedules from the previous year (a Residency Summary Verification Form is not required with their Full Application)
- Prior Use Consideration does NOT apply to tournaments
- Other allocation considerations:
 - Sports organizations will be assigned fields within, or close to, their community, when practical
 - Allocation of games will take precedence over allocation of practices, where practical
 - Requests from groups for tournaments with verifiable 66% Frederick County residency will be given priority over requests without residency, where possible
 - All else being equal, complete requests will receive priority based on date received by FCPRD
 - All else being equal, those serving more participants will be favored over those serving fewer participants (except where number exceeds requested field capacity)
 - All else being equal, those with less field resources available to them will be favored over those with more field resources available
 - Requests for use of fields for purpose designed for (baseball requests for baseball fields, etc.) take precedence over request for use of fields not for purpose designed for (soccer requests for baseball fields, etc.)

ALLOCATION REVIEW PROCESS

- Request for re-examination of a decision regarding an individual's or organization's allocation of field time, loss of "Good Standing" status, or to provide a venue whereby usage conflicts may be addressed and resolved. The process is structured to ensure fairness and relies on a committee of the FCPRD staff to make a decision regarding each specific issue.
 - Any applicant or user may file a request for an allocation review providing:
 - Application or field use request was denied, or;
 - Usage conflict cannot be resolved by the affected parties, or;
 - "Good Standing" status was removed
 - To request an Allocation Review:
 - Submit written request to FCPRD Director within fourteen (14) calendar days of notification of denial of field request, notification of loss of "Good Standing" status, release of the field permit or as the conflict arises
 - Request must contain the following:
 - Brief explanation of the situation from viewpoint of sports organization
 - Relevant information or documentation
 - New information that is appropriate and might clarify issue
 - Suggested alternative solution to decision
 - Review Committee
 - Recreation Staff (2 members)
 - Parks Staff (2 members)
 - Administrative Staff (1 member)
 - Allocation Review Meeting
 - Participants are required to bring actual registrations, schedules and other relevant paperwork to review meeting
 - Other organizations possibly affected by the decision may be asked to attend and provide information
 - Decision will be made and forwarded in fourteen (14) calendar days to involved parties:
 - Organization initiating review
 - FCPRD Director
 - Other organizations affected by the decision

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ALLOCATION REVIEW PROCESS (cont'd)

- Request to appeal the review committee decision
 - Made by initiating organization
 - Written request to FCPRD Director
 - Within fourteen (14) calendar days of review committee decision date
 - FCPRD Director will make final decision regarding the appeal

FEES

- Payment
 - Security deposits due with request form
 - Field Use Fee, Light Use Fees and other fees
 - Invoice billed to president or designated representative at last documented address
 - Payable by cash, or by check or money order made out to:
Frederick County Treasurer
 - Can be mailed to, or hand delivered to:
 - Frederick County Office of Parks, 430 Pine Avenue, Frederick, MD 21701
- Security Deposits
 - Payable by cash, check or money order made out to "Frederick County Treasurer"
 - Due with Seasonal or Tournament Request form at Field Scheduling Meeting or with Full Application at any time
 - \$100.00 per park (separate deposits appreciated when paying for multiple parks)
 - Recreation Councils are exempt; only one \$100.00 deposit is required regardless of number of parks used
 - Submit to Frederick County Parks Office at 430 Pine Avenue, Frederick, MD 21701
 - Deposits will be refunded at end of reservation (if fields are undamaged)
 - Cannot be "rolled over" from year-to-year
 - Recreation Councils are the exception (can be rolled over)
 - If rolling deposit is forfeited for damage to a park, a new \$100 deposit is required
 - Standard Deposit: youth sports organizations; community organization or general public
 - Affiliate Organization Deposit (Farm Museum, Children's Museum)
 - Only one rolling deposit is required for reserving any facilities at a given park
 - If rolling deposit is forfeited for damage to a park, a new \$100 deposit is required
 - Exemptions
 - Frederick County Government Agencies, including BOE
 - Reciprocal use by other government agencies, with prior approval by Division Directors
- Field Use Fees
 - Applicants submitting requests at Annual Field Scheduling Meeting in December:
 - Expect an invoice for upcoming season by first week of February
 - Payment in full is due on, or before, the due date indicated on invoice
 - Applicants submitting requests after Annual Field Scheduling Meeting in December:
 - Pay fees at time of application, **or**
 - Expect invoice for requested field use time within approximately two weeks
 - Payment in full is due on, or before, the due date indicated on invoice **or** before first use of fields, whichever comes first
 - Use of fields must NOT begin prior to full payment of Field Use Fees
 - Seasonal groups requesting additional field time to finish out their season must submit a Special Request Permit
 - If days of the week and times match those of their seasonal reservation – no charge
 - If days of the week or times do NOT match seasonal reservation – fees will be charged at seasonal or daily rate (whichever is lower)
 - Exemptions
 - Frederick County Youth Groups who qualify for Youth Group Exemption - Seasonal
 - Security Deposit is required
 - Approved Youth Group Exemption Form is required
 - Limited to two free tournaments per organization per calendar year, maximum of two consecutive days
 - Limited to one park
 - Limited to maximum of four (4) free fields
 - Additional security deposit and/or fees beyond limits

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

FEES (cont'd)

- Light Fees
 - **Lights should be used ONLY when necessary for safe play**, and may be operated by the push button on a light pole at each field.
 - No other light controls are accessible to field users.
 - Use of lights requires the reservation of a lighted field **OR** payment of a Light Fee (see chart below), payable in advance of use of lights
 - Field use after sunset may not occur on a field reserved as "unlit"
 - An approved Special Request Permit is required for use of lights before March 15th or after November 14th
 - All groups must pay light fees, No Exemptions
 - Refund of Light Use Fees for tournament/daily use may be requested by email or regular mail:
 - If field reservation is cancelled prior to event (following tournament cancellation rules)
 - If field is not used due to rain, must notify Parks office by 4:00 pm the following business day
 - Damages
 - Should damage result from use, repair costs will be deducted from the security deposit. If repair costs exceed the security deposit, the organization will be invoiced the difference. The organization will also be required to reinstate the amount necessary to bring the security deposit to the required amount (unless the playing season has ended).

PAYMENT FOR LIGHTS REQUIRED

March 1 – 11	6 pm – park closing
March 12 – 31	7 pm – park closing
April	7 pm – park closing
May – August	8 pm – park closing
September	7 pm – park closing
October – November 3	6 pm – park closing
November 4 – December 31	5 pm – park closing

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

FEES (cont'd)

Current Field Use Fees

Seasonal	Without Lights	Number of fields x number of days scheduled/week x \$110
	With Lights	Number of fields x number of days scheduled/week X \$240
Daily	Without Lights	Number of fields x number of days used x \$45
Lights	In-season	\$20.00 per hour per field for any scheduled or unscheduled light use in addition to field use fees for reservation
	Out-of-season	\$40.00 per hour per field for any scheduled or unscheduled light use in addition to field use fees for reservation
	Example 1:	In-Season (April Tournament; Sat & Sun; one park; 2 fields; ending at 8:00 pm Field Use Fees: 2 Fields x 2 days x \$45 = \$180 Light Use Fees: 2 Fields x 1 hour light use @ \$20 x 2 days = \$ 80 Total Tournament Fees: \$260
	Example 2:	In-Season (May – Jun) Tournament; Sat & Sun; one park; 2 fields; ending at 8:00 pm Field Use Fees: 2 Fields x 2 days x \$45 = \$180
	Example 3:	Two-Day Tournament (11/14 & 15); Sat & Sun; one park; 2 fields; ending at 8:00 pm Day One: In-Season (Light use begins at 5:00 pm per 2011 Usage Rate Chart) Field Use Fees: 2 Fields x 1 day X \$45 = \$ 90 Light Use Fees: 2 Fields x 3 hours light use @ \$20 = \$ 120 Day Two: Out-of-Season (Light use begins at 5:00 pm per 2011 Usage Rate Chart) Field Use Fees: 2 Fields x 1 day = \$ 90 Light Fees: 2 Fields x 3 hours light use @ \$40 = \$240 Total Tournament Fees: \$540

Field Use Fees effective July 1, 2012

Seasonal	Without Lights	Number of fields x number of days scheduled/week x \$120
	With Lights	Number of fields x number of days scheduled/week X \$260
Daily	Without Lights	Number of fields x number of days used x \$50
Lights	In-season	\$21.00 per hour per field for any scheduled or unscheduled light use in addition to field use fees for reservation
	Out-of-season	\$44.00 per hour per field for any scheduled or unscheduled light use in addition to field use fees for reservation
	Example 1:	In-Season (April Tournament; Sat & Sun; one park; 2 fields; ending at 8:00 pm Field Use Fees: 2 Fields x 2 days x \$50 = \$200 Light Use Fees: 2 Fields x 1 hour light use @ \$21 x 2 days = \$84 Total Tournament Fees: \$284
	Example 2:	In-Season (May – Jun) Tournament; Sat & Sun; one park; 2 fields; ending at 8:00 pm Field Use Fees: 2 Fields x 2 days x \$50 = \$200
	Example 3:	Two-Day Tournament (11/14 & 15); Sat & Sun; one park; 2 fields; ending at 8:00 pm Day One: In-Season (Light use begins at 5:00 pm per 2012 Usage Rate Chart) Field Use Fees: 2 Fields x 1 day X \$50 = \$100 Light Use Fees: 2 Fields x 3 hours light use @ \$21 = \$ 126 Day Two: Out-of-Season (Light use begins at 5:00 pm per 2012 Usage Rate Chart) Field Use Fees: 2 Fields x 1 day = \$100 Light Fees: 2 Fields x 3 hours light use @ \$44 = \$264 Total Tournament Fees: \$590

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

FORM GUIDELINES

SEASONAL REQUEST FORM

- Practice time must be listed separately on request
 - Is considered part of the seasonal reservation
 - Cannot begin before March 15th unless Special Request submitted and approved by Division Director
 - Cannot end after November 14^h unless Special Request submitted and approved by Division Director

CERTIFICATE OF INSURANCE AND ENDORSEMENT PAGES

- Minimum of \$2,000,000.00 general aggregate with \$1,000,000.00 per occurrence
- Must name Board of County Commissioners of Frederick County, Maryland as additional insured
 - Must use this exact wording (see COI sample page included in Sports Field packet)
 - If the certificate refers to a separate contract, that contract must also contain this exact wording
- Must be current and on file with FCPRD **before** any play begins, and during entire reserved time
 - If insurance is allowed to expire, reservation will be immediately terminated
 - Expired insurance may result in loss of "Good Standing" status and negatively impact future ability to reserve FCPRD fields
- Two endorsement pages are required: Waiver of Subrogation and Additional Insured Endorsement Page
 - Must be current and on file with FCPRD at all times
- Insurance forms that do not comply with the exact wording and coverage must be corrected **BEFORE** using the fields, and/or before reservation will be approved

WAIVER/INDEMNIFICATION AGREEMENT

- No person or participant is allowed on a Frederick County Sports Field without a waiver or indemnification form being furnished to, and approved by, FCPRD
 - Waivers must be filled out completely and legibly
 - Seasonal: must be signed before participant takes field and submitted prior to first seasonal play or no later than the first business day following first date of play (including practice)
 - Tournament: must be signed before participant takes field and submitted no later than the first business day following first date of play
 - Organizer is responsible for obtaining waivers and submitting to FCPRD
 - Failure to obtain/provide signed waivers may result in cancellation of remaining tournament reservations and/or future reservations
 - BOE: exempt from providing signed waivers from out-of-county participants of their sporting events
 - Signed waivers from in-county participants must still be provided
- Waivers signed by each participant (or parent if participant is under 18 years of age) are required if an Indemnification Agreement is not furnished
- Only the FCPRD Waiver Form will be accepted
 - FCPRD Waiver Form must not be altered
 - Altered forms will be returned, and
 - Player will not be allowed on field until acceptable form is furnished to FCPRD
- A **NOTARIZED** Indemnification Agreement assuming responsibility for any liability that might be incurred by the Frederick County Parks and Recreation Division or the Board of County Commissioners of Frederick County, Maryland (BOCC) arising, or in any way related to, the conducting of recreational sports or athletic activities by the organization on property controlled or utilized by FCPRD is acceptable in lieu of waivers.
 - This will be achieved by the execution of the Indemnification Agreement (see definition on page 28), duly signed by the president (or the designated representative) of the organization, and **must be notarized**.
 - This Indemnification Agreement releases the organization from the Waivers requirement

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

SCHEDULES

- Due seven (7) days before the starting date of the reservation (including practices) for each season
 - Updated schedules are required **immediately** upon any change to existing schedules
 - **The most current game schedules must be on file at all times**

ROSTERS

- Due seven (7) days before the starting date of the reservation (including practices) for each season
 - Updated rosters are required **immediately** upon any change to existing rosters
 - Roster forms can be found at www.recreator.com in either Word or Excel versions

YOUTH GROUP EXEMPTION

- Must certify they are not-for-profit
- Programs must be directed toward service to youth under age of 18 years
- Must meet 66% Frederick County residency requirement
- Applies to Seasonal use only
 - Limited to two free tournaments per organization per calendar year, associated with seasonal reservation
 - Limited to one park
 - Limited to a maximum of four (4) free fields
 - Limited to two consecutive days
 - Additional tournaments and/or additional consecutive days of a tournament require
 - Approved Special Request Permit
 - Payment of Field Use Fees
 - Special games (i.e., All-Star games) may be included as part of a seasonal reservation:
 - Provided they are scheduled during regular time period of seasonal reservation

RECREATION COUNCIL EXEMPTION

- FCPRD facilities will be provided free of charge for BOCC approved County Rec Council activities and their sanctioned events and programs
 - \$100 security deposit must be on file
 - Sports field reservation requests to Parks Reservationist (301-600-2353)
 - Due dates for priority use consideration status are same as any other group
 - Other reservation requests to Recreation Reservationist (301-600-1646)
 - Must be approved Recreation Council, meeting all qualifying criteria
 - Must submit list of council sanctioned programs by November 1st each year
 - Must submit Special Request Permit form following same policies set for all other organizations
 - Must submit request for Sales Permit; fee is exempt
 - Must have current Health Department permit for food sales

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

SPECIAL REQUEST PERMIT

- Required to request activities in addition to playing a sport on a County field
 - Requires five (5) business days for approval; please allow sufficient time when submitting

Special circumstances requiring an approved Special Request Permit include, but are not limited to:

FIELD PREPARATION
Moving of equipment – goals, bases, pitcher's mound (including placing a temporary raised mound)*
Use of field drying substances (MSDS sheets must be included with request)
Use of motorized equipment (tractors, ATV's and mowers) for field preparation must include: description of equipment (make, model and color). Approval may be delayed if information is not furnished
Any temporary construction, modification or physical change to any field or facility
FIELD OR SPORTS USE RELATED
Temporarily leaving equipment and/or materials at a field (including, but not limited to, tractors, rakes, shovels, small tools, lining materials, lining equipment, bags of field dry mix). <i>Parks and Recreation is not responsible for items left at a field, with or without an approved Special Request Permit.</i>
Temporarily leaving equipment trailer at field site; <i>Parks and Recreation is not responsible for trailers left at a field, with or without an approved Special Request Permit.</i>
Addition of portable toilet (at organization's expense; must include name of vendor supplying unit and the proposed service schedule, if a seasonal request)
Addition of portable lights (at organization's expense; must include details of location and source of power)
Addition of equipment to fields, including but not limited to, all portable goals, mounds, pitching machines
Use of fields out of season, or for use different than field was designed for
Use of advertising signs and banners (Page 23)
Tournament beyond two consecutive days (Seasonal reservations are limited to two days free; third consecutive day is charged at daily rate). Light fees will apply for all groups
Tournaments above maximum of three
Request to run a camp (must be attached to Camp Request Form)
SHELTER, CONCESSION, SALES RELATED
Tents, awnings, call 301-600-2353 for further details
Propane grills, portable grills (must include details of set up location in relation to field use)
Park electricity for use with, but not limited to, portable electric grills, PA systems, pumps, pitching machines
Openings before 8:00 am and/or closings after official park hours
All concessions, including trailers, campers, permanent structures, and/or tents with tables outfitted for food and cooking
All concessions, or sales of any kind, require a Sales Permit and must comply with the Revenue Policy (Page 22)
All concessions, or sales of any kind, require a Health Permit and must comply with Frederick County Health Department Policy
All signage for concession or sales of any kind, restricted to immediate area of use
Use of waterslides, sprinklers, dunk tanks, moonbounces etc.
Use of fire and/or fire rings

*Parks staff can NOT move bases or remove soccer goals during the day on fields that would conflict with evening reservation needs

- Field Reservations requiring a Special Request Permit will remain tentative pending approval
- Tournament preparation work in advance of tournaments permitted ONLY if:
 - Does not interfere with other organizations' reservations, and
 - A Special Request Permit has been approved
- Requires five (5) business days for processing
 - Must be filled out in detail to avoid delays in processing
- Contact the Parks office for further clarification of conditions that will require a Special Request Permit
 - 301-600-2353 or 301-600-6640

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

PERFORMING FIELD WORK IN LIEU OF PAYMENT

- Groups may contribute time and materials to improve County sports fields for credit against field use fees
 - Requires prior authorization by FCPRD
- Acceptance or rejection will be advised by letter to president or designated representative
 - **DO NOT** proceed with work until permission is granted in writing
- Eligibility for credit for approved work and capital improvements criteria:
 - Written request to work for credit must be submitted to Parks Superintendent (430 Pine Avenue, Frederick, MD 21701) for approval
 - Written request must include proposal of work to be done, with description of same
 - Parks Improvement Proposal (typed,)
 - Must be signed by president or designated representative
 - If approved, backup documentation must be furnished within twelve months of date of completion
 - Date work was performed
 - Invoices for materials or services
 - List of individuals (names and hours worked)
 - List of equipment used (include engine horsepower) with hours used for each
 - List of specific activities performed
- Credit request and backup documentation will apply to field fees incurred the following season
- Failure to use all credit within twelve months of date of completion of work or purchase will result in loss of those credits
- Tournament field use fees are due within 30 days of the date of invoice
 - Payment must be received by that date, regardless of intent to perform field work in lieu of payment
- Credit may be earned at the following rates (for the current year):
 - \$7.00 per hour of labor
 - \$2.96 - \$15.00 per equipment hour (depending on type of equipment)
 - Cost of capital improvement (not including any taxes)

SALES/CONCESSIONS

SALES PERMITS:

- Required to sell any item or service in a County park
 - Applicants must apply in person
 - FCPRD's Main Office at 118 N. Market Street, Frederick
 - See Revenue Policy on page 22
 - Must be completed and submitted **at least two weeks** prior to the event
 - Must be approved by the Director of Parks and Recreation
- Daily Sales Permit
 - For one-day special events
 - Does NOT grant exclusive concession rights
- Seasonal Sales Permit
 - Extends through an entire park season and is specific to one park only (non-transferable)
 - Not exclusive
 - Allows operation only during times of permit holder's reserved field use and scheduled play or activity

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

CONCESSION STANDS (INCLUDES TRAILERS):

- Qualified groups*, including recreation councils officially recognized by the Board of Frederick County Commissioners, may operate concession stands in County parks during their special events if:
- Concession Structures
 - Special Request Permit must be approved before placement of any temporary structure (including trailers)
 - FCPRD reserves right to deny permission for safety, aesthetic, or any other reason it deems valid
 - FCPRD reserves the right to order removal for failure to maintain the structure in a satisfactory condition, or as deemed to be in the best interest of the County
 - All structures must meet Health Division requirements
 - Must be kept in a safe and attractive condition at all times
 - FCPRD assumes no responsibility for the safekeeping of any structures left on site at any time
 - FCPRD/Frederick County does NOT provide security protection for privately owned structures

<p>*Groups qualified to operate concessions: an organized non-profit group whose purpose is to further local parks and recreation – picnic groups do not qualify. They may, however, charge members within their group for special activities, food, non-alcoholic drink or other items provided they have obtained the proper permits from regulating agencies. The group financing these services assumes all liability in association with their use.</p>
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- Organizations **must** provide the power source for operation of electric equipment
 - **Park electricity is not available for use in operating concession stands (including trailers)**
 - Power cords and similar equipment must be secured so as not to cause a safety hazard
- All necessary permits must be obtained with Health Division and other agencies prior to event
- All concession profits are used in the direct furtherance of local recreation or parks
- Group agrees not to discriminate, and, in fact, does NOT discriminate, because of race, color, creed, sex, age, handicap or national origin against any person by refusing any service or privilege offered to or enjoyed by the general public in the operation of the concession stand
- May operate only during normal park hours, including set up and clean up
- Packaging and/or trash generated by concession stand use must be removed from site by operator
 - Special Request Permit may be submitted to request permission to place a dumpster on site for their own use, at their own expense
 - Concession stand generated cooking grease must be removed from site by operator
- Failure to comply with any of the conditions and/or requirements of this permit will result in any combination of the following:
 - Loss of security deposit
 - Considered just cause for termination, restriction or prevention of future use of County Parks concession operation by the offending group
- Signage is limited to area of concession (see also Special Requests, Page 19)
 - No signage is allowed at park entrance or outside park entrance directing general public into the park for concession
 - No signage is allowed to be placed throughout the park; restricted to the concession site only
 - Signage may not be attached to any park structures, poles, bulletin boards, etc.

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

REVENUE POLICY

- “Non-Profit or Community Organizations” must
 - Complete Special Request Permit form (allow five days for processing)
 - Obtain all necessary permits
 - Use must not conflict with FCPRD use of facilities or programs
 - Use must not conflict with public access to FCPRD facilities or programs
 - Complete Organization Profile form
 - Proof of insurance coverage must be verified by staff
 - Pay user fees (except where BOCC exemptions apply)
- “Individuals or a Business for monetary gain that are offering classes or activities and working in cooperation with the FCPRD”
 - Complete Special Request Permit form (allow five days for processing)
 - Obtain all necessary permits
 - Complete Organization Profile form
 - Use must not conflict with FCPRD use of facilities or programs
 - Use must not conflict with public access to FCPRD facilities or programs
 - Proof of insurance coverage must be verified by staff
 - Pay user fees
- If approved, standard rental fees will be charged and, in addition, a written agreement will be established between FCPRD and the facility user regarding distribution of revenue.

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

MISCELLANEOUS

- Alcohol possession and/or consumption is allowed by permit only in designated areas of County property
 - Effective April 4, 2009 by the decision of the Board of County Commissioners of Frederick County, Maryland
 - Designated areas: Ballenger Creek Park, Middletown Community Park, Pinecliff Park and Utica District Park
 - With permit, restricted to designated areas that are clearly marked and/or in rented shelters
 - Permits in conjunction with sports field use may be obtained at the Parks office (430 Pine Avenue, Frederick, MD 21701)
 - Call 301-600-2353 for further details
 - **At NO TIME is alcohol to be consumed on any Frederick County sports field**
 - Advertising Displays
 - Requires submission of Special Request Permit for approval by Division Director
 - Advertising described in detail
 - Include exact wording, locations and number of signs/banners/posters, etc.
 - Must be clean and neat in appearance and in good state of repair
 - Material with profane or obscene content is NOT permitted
 - Alcohol, tobacco or similar products (or names of sponsors of these products) are not appropriate
 - Must be put up at beginning of the reservation period and promptly removed at end of same
 - FCPRD reserves the right to approve or deny the display of advertising at the discretion of the Division Director
 - Posters, flyers, signs
 - Not permitted to be attached to park structures, poles/posts, fences, exteriors of bulletin boards etc.
 - Requires submission of Special Request Permit for approval and placement in park bulletin boards by FCPRD staff
 - Park Hours – see Park Hours Chart in Appendix, Page 31
 - Use of parks outside normal hours (before or after opening times) requires approved Special Request Permit
 - Detailed explanation of need and description required
 - Request for field time two hours or more after the standard closing time requires a special exception approval by the Park and Recreation Commission
 - Requires longer than five business days for consideration
 - Requests for sports fields to be used for a purpose other than designed use require an approved Special Request Permit
 - If use is approved, it will be “rested” the following calendar year and no such non-designed use will be permitted; any exceptions will be at the discretion of the Division Director
 - For the purposes of this rule the following definitions apply:
 - Multi-purpose, soccer and football fields will be considered designed for lacrosse, football, soccer, rugby and low-impact* activities
 - Softball fields are designed for softball; baseball fields are designed for baseball. Both will be considered designed for kickball and low-impact* activities
 - Approved alterations to a softball field, which make them usable for baseball, will mean that the designed use is now both softball and baseball. Approved alterations to baseball fields, which make them usable for softball, mean that the designed use is now both baseball and softball.
- *Low-impact activities do **not** include lacrosse, football, soccer, rugby, baseball or softball, cricket, or kickball. Requests that wish to be considered “low-impact” must indicate this, and present a justification on (or with) their Special Request application. The low-impact designation will be decided on a case-by-case basis
- Use of lighted softball/baseball outfields by other sports requires approved Special Request Permit
 - Requests by football, lacrosse or soccer to use lighted outfields **after** softball/baseball season ends
 - Will be considered by Division Director, if fields are available
 - All criteria for using fields for purpose other than for which designed will apply
 - Light Use Fees will apply for all groups
 - Lacrosse at Old National
 - Field #1 has no age restrictions
 - Field #2 is restricted to U16 and under
 - Field #4 and Field #5 is restricted to 12U and under
 - Lacrosse at all other FCPRD field Locations
 - Lacrosse use will be reviewed for safety, on a case by case basis

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

MISCELLANEOUS (cont'd)

- **Storage Buildings and Equipment Boxes of Park User Groups:**

Nonprofit groups with seasonal field reservations may request permission to maintain one small single level storage building (removable/portable) up to 288 square feet (or 12' x 24') - for the purpose of storing field maintenance equipment and supplies in support of the group's respective programs or use of athletic fields in that location, as long as a suitable site can be found and the building's appearance and safety have been approved by the FCPRD. Storage Buildings greater than 150 square feet in size will be required to obtain a building permit through the Frederick County Division of Permitting and Development Review. Groups installing a storage building will be responsible for obtaining any and all required permits for installation.

Nonprofit groups with seasonal field reservations may also request permission to maintain one small equipment box (maximum size 4' deep x 4' wide x 10' long) for the storage of field equipment (rakes, shovels, lime, etc.) near the sports field.

A ***Park Improvement Proposal Form*** must be submitted by the organization and approved by FCPRD before placement of any storage building and/or equipment box.

Storage buildings/equipment boxes must be maintained in a safe and attractive condition at all times. FCPRD reserves the right to deny permission for safety, aesthetic or any other reason it deems valid. Approval, if granted, may be revoked at any time at the sole discretion of the FCPRD. If a group's permission/approval is revoked, any storage building or equipment box used by that group must be removed from FCPRD property within 60 days. Likewise, should the group no longer need a storage building or equipment box for their use; they must be removed from park property within 60 days. Any safety concerns identified by FCPRD staff, related to the maintenance and/or condition of a group's storage building and/or equipment box, must be addressed immediately. Storage buildings and/or equipment boxes that have any unresolved safety issues must be removed from park property immediately or placement of structure will be terminated. Determination of what constitutes "safe", "aesthetic", "attractive" and size/ height is solely at the discretion of FCPRD. FCPRD reserves the right to limit size of storage building or deny the placement of any storage building and equipment box if staff determines that it is in the best interest of Frederick County. Organizations are required to keep all materials and equipment inside their respective storage building and/or equipment box. No material will be permitted outside of an approved storage building or equipment box. FCPRD staff may require that a shed or equipment box be moved or relocated, at no cost to the County. Because of this, storage buildings will not be a permanent structure (i.e. no slabs, footers, or electrical/plumbing used in the construction of storage building).

Frederick County assumes no responsibility for the safety or security of said structures/equipment boxes at any time.

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

DAY CAMP REQUIREMENTS

- Sports Field Reservation Requirements:
 - Security Deposit of \$100 (for each park)
 - Field Use Fees of \$50 per day, per field (Youth Group Exemption does not apply)
 - Applicable Light Use Fees will be charged
- Rainouts: Event representatives must notify Parks and Recreation (301-600-2353) the first business day following the scheduled camp date (between the hours of 7:30 am – 4:00 pm) in case of being rained out, in order to receive a refund of Field Use Fees and Security Deposit.
 - Rain date refunds (Field Use Fees and Security Deposits):
 - Given ONLY if president or designated representative notifies Parks and Recreation by the end of the first business day following the event.
 - Follow-up written request must be submitted for refund (email to mletourneau@frederickcountymd.gov or mail to 430 Pine Avenue, Frederick, MD 21701
 - A faxed refund request is acceptable (301-600-1664)
 - If a camp is held, no refunds will be given for any fields reserved but not used.
 - Rain date make-up dates
 - Must be scheduled by FCPRD only.
 - The camp representative must submit a new Day Camp Request form for the rain date
 - A faxed request is acceptable (301-600-1664)
- **VERBAL RESCHEDULING WILL NOT BE ACCEPTED.**
- Cancellations: Camp representative must notify FCPRD in writing of their desire to cancel.
 - Field Use Fees:
 - Written notification must be received by FCPRD at least 20 calendar days prior to the beginning of a scheduled Camp
 - With 20 days prior notice, field use fees will be reimbursed in a timely manner
 - Security Deposits Will NOT be returned

The following forms must be completed:

- Camp Request Form
- Special Request Permit
- Organization Profile
- Field Use Agreement
- Signed Waivers from each participant (If under 18 years of age, parents must sign)
- In lieu of signed Waivers, a fully executed **Indemnification Agreement** (NOTARIZED) may be submitted by the organization
- Certificate of Insurance plus endorsement pages:
 - (See template for required amounts; must list Board of County Commissioners of Frederick County, Maryland as additional insured –this exact wording must be on the certificate.) (See Page 17)
 - Two endorsement pages required
 - Additional Insured
 - Waiver of Subrogation

The following information must be furnished on the Camp Request Form:

- Are there age limits?
- Is the camp open to anyone?
- Are there any special qualifications?
- What do you charge participants?
- What is your organization's profit?
- What costs are involved with this camp?
- Are the coaches paid?
- What are their qualifications?
- All requested financial information **must** be included on the Camp Request Form

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

To obtain Frederick County Division of Parks & Recreation forms online:

Go to www.recreator.com

1. On the list at the top, select "Parks"
2. On the drop-down list, select "Sports Fields"
3. Scroll down for a list of forms

Forms can be printed from this source, or saved to a computer for future use

Forms cannot be filled out online and submitted electronically via this channel

If you choose to save the form to Word or Excel, you can then complete the form on your computer, save it again, and email it to mletourneau@frederickcountymd.gov. If you choose this option, SAVE THE FORM TO YOUR COMPUTER FIRST – do not attempt to complete the form at the website!

APPENDIX

FREDERICK COUNTY PARKS AND RECREATION DIVISION
2012 RULES AND REGULATIONS

DEFINITIONS:

Application - Full: A Full Application consists of a Seasonal or Tournament Request form, Security Deposit, Organization Profile, Field Use Agreement, Certificate of Insurance **with** two endorsement pages, Indemnification Agreement (if applicable), the **final** (most accurate) schedule and roster from the previous season for each season that fields were reserved must be on file with FCPRD or supplied with application (i.e., if fields were reserved for the spring/summer season, the final schedule/roster for the spring/summer season), Residency Verification form, (must support the rosters on file or submitted), Youth Group Exemption form (if applicable), Heads Up-Concussion form (youth groups ONLY), Designated Representative Form (if applicable). Must be fully completed and properly signed.

Application - Partial: A Partial Application consists of a Seasonal or Tournament Request form with Security Deposit. A Partial Application will be accepted at the Annual Field Scheduling Meeting **only**. At any other time, a Partial Application will be returned, with a request to submit the Full Application.

County of Residency Verification Forms: Used to determine if an organization meets Frederick County residency requirements (66%). Complete based on previous year's rosters for same field request. An organization newly requesting FCPRD fields, can use roster information from previous year at previous field (even if non-FCPRD). A new organization that has not previously played on a field anywhere, use registration or other criteria used to determine approximate number of players/teams and use that approximate amount for first year submission of this form.

Daily Rate: The Field Use Fee for use of FCPRD fields on a daily basis, for tournaments, camps, clinics, tryouts, and other non-seasonal use including field use with shelter rentals.

"Good Standing": In order to reserve FCPRD sports fields, organizations; groups and/or individuals must be in "Good Standing" status. "Good Standing" ensures right to priority consideration for field use. Organizations, groups and individuals will be considered in "Good Standing" until such time they are removed from "Good Standing" status for infractions or violations of rules and regulations. "Good Standing" status requires groups to meet all rules, regulations and/or other requirements.

Heads Up-Concussion form: The form indicates youth organizations intent to comply with House Bill 858/Senate Bill 771 passed by the Maryland Legislature in 2011.

Indemnification Agreement (NOTARIZED): Organizations may elect to submit a fully executed Indemnification Agreement in lieu of submitting signed Waivers from all participants. By signing the Indemnification Agreement, the organization will assume all responsibility for any liability that might be incurred by the Frederick County Parks and Recreation Division, or the Board of County Commissioners of Frederick County, Maryland (BOCC) arising, or in any way related to the conducting of recreational, sports or athletic activities by the organization on property controlled or utilized by FCPRD. The **Notarized** Indemnification Agreement, duly signed by the president (or Designated Representative) of the organization, will be due to FCPRD with the Full Application. This Indemnification Agreement would release the organization from the Waivers requirement.

Light Fees: Field lights should be used only when necessary for safe play and may be operated by the push button on a light pole at each field. No other light controls are accessible to field users. Use of lights requires the reservation of a lighted field, or payment of a Light Fee (\$20/hour/field/day in-season and \$40/hour/field/day out-of-season). Light Fees apply to all groups. (See Page 15, 16)

"Not in Good Standing": Groups who have lost "Good Standing" status due to a violation of one or more rules, regulations and/or other requirements. Groups "NOT in Good Standing" lose right to priority consideration for field use, and will be notified of their removal from "Good Standing" status.

Prior Use Consideration: Use of FCPRD fields the previous year qualifies the user to receive prior use consideration with regard to field allocation the following year as long as the user is in "Good Standing" and meets the deadlines for fees and required paperwork. (See the Field Allocation Chart on Page 12)

Resident:

1. Any participant, youth or adult whose primary residence is within Frederick County, MD, or any youth under eighteen years of age, whose guardian's residence is within Frederick County MD.
1. All residents within the town limits of the Town of Mount Airy will be considered Frederick County residents for the purpose of reserving Frederick County Sports Fields with respect to field allocation.

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DEFINITIONS (cont'd)

2. Any corporate or company team where the company or agency is based (or has a branch office therein) in Frederick County, Maryland. Sixty-six percent (66%) of all players must work for the sponsoring company, corporation or agency, or be residents of Frederick County *and* the fee must be paid with a company check.

Seasonal Reservations: Use of FCPRD sports fields by organizations participating in organized league play leading to a conclusion at season's end (playoffs, tournaments etc.)

Start Date: First day the team is on the field. This includes, but is not limited to, practice, team meetings, picture taking, games, etc.

Tournament: A tournament is defined as any sporting event requiring more than a single game be played in order to arrive at a resolution of the competition. Tournaments are considered to be two consecutive days. Extending a tournament beyond two days requires an approved Special Request Permit and may require additional fees.

Youth Group Exemption: FCPRD fields will be made available for seasonal use free of charge to approved Frederick County youth groups meeting the 66% residency requirement. No seasonal field use fees will be charged; however, a \$100 refundable security deposit will be required and Light Use Fees will be applicable. To qualify, groups must complete a Youth Group Exemption form to certify they are not-for-profit, meet the 66% residency requirement and their programs are directed toward service to youth under the age of 18.

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FORMS, FEES AND DUE DATES

The accompanying list of required forms and fees must be completed and received by the Frederick County Division of Parks and Recreation on or before the due date shown, in order to maintain priority of previous season use consideration.

Required Forms and Due Dates				
Forms:	Spring/Summer Season		Fall Season	
	Due date to maintain prior use consideration and Rec Councils	Due date if not maintaining prior use consideration	Due date to maintain prior use consideration and Rec Councils	Due date if not maintaining prior use consideration
Field Use Agreement	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
Organization Profile	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
2011 Rosters (if applicable)	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
2012 Rosters	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date
Seasonal Request	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
Tournament Request	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
2011 Schedules (if applicable)	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
2012 Schedules	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date	7 Days prior to start date
Youth Group Exemption	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
Field Relinquishment	Whenever applicable			
Special Request Permit	Whenever applicable on an ongoing basis			
Residency Verification	January 3, 2012	February 1, 2012	June 1, 2012	July 1, 2012
Certificate of Insurance	January 3, 2012	February 1, 2012	July 1, 2012	July 1, 2012
Two Insurance Endorsement Pages (see Page 15)	January 3, 2012	February 1, 2012	July 1, 2012	July 1, 2012
Waivers	First business day after play (NO ONE IS TO BE ON THE FIELD WITHOUT FIRST SIGNING A WAIVER)			

Fees	
Seasonal (lighted)	\$260 per field times days per week used = Total Fee
Seasonal (unlighted)	\$120 per field times days per week used = Total Fee
Daily (unlighted)	\$50 per field times number of days used = Total Fee
Light Use Fee (March 15 – November 14)	\$21 per field per hour times number of fields times number of days used = Total Fee
Light Use Fee (November 15 – March 14)	\$44 per field per hour times number of fields times number of days used = Total Fee
Security Deposit	\$100 per park
Sales Permit (daily)	\$30 – Apply at FCDPR (118 North Market, Frederick, MD 21701 -- 301-600-1646)
Sales Permit (seasonal)	\$200 – Apply at FCDPR (118 North Market, Frederick, MD 21701 -- 301-600-1646)

A grace period of SEVEN days will be allowed for the submission of a Full Application

For the 2012 Spring/Summer Season, if the due date of January 3rd, cannot be met, FCPRD will allow until close of business (4:00 pm) on January 10th for submission of a Full Application in order to maintain prior use consideration. For the 2012 Fall Season, if the due date of June 1st cannot be met, FCPRD will allow until close of business (4:00 pm) on June 08th for submission of a Full Application in order to maintain prior use consideration. You will be notified of missing forms and fees.

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PARK HOURS

BALLENGER	APRIL 1 – OCTOBER 31 <i>(All field play should end at 10:15 pm and lights out at 10:25 pm)</i> NOVEMBER 1 – MARCH 31	8:00 am – 10:30 pm 8:00 am – Sunset
CATOCTIN CREEK PARK	APRIL 1 – OCTOBER 31 NOVEMBER 1 – MARCH 31	8:00 am – 6:00 pm 8:00 am – 5:00 pm
BUCKEYSTOWN	YEAR ROUND	8:00 am – Sunset
CREAGERSTOWN	YEAR ROUND	8:00 am – Sunset
DEVILBISS RIVER ACCESS	MARCH 15 – OCTOBER 31 NOVEMBER 1 – MARCH 14	8:30 am – Sunset <i>By Special Request Form Only</i>
FOUNTAIN ROCK	YEAR ROUND	8:00 am – Sunset
KEMPTOWN	APRIL 1 – SEPTEMBER 30 OCTOBER 1 – MARCH 31	8:00 am – 10:00 pm 8:00 am – Sunset
LIBERTYTOWN	APRIL 1 – OCTOBER 31 NOVEMBER 1 – MARCH 31	8:00 am – 10:00 pm 8:00 am – Sunset
LOY'S STATION	YEAR ROUND	8:00 am – Sunset
MIDDLETOWN	APRIL 1 – OCTOBER 31 NOVEMBER 1 – MARCH 31	8:00 am – 10:00 pm 8:00 am – Sunset
OLD NATIONAL	APRIL 1 – SEPTEMBER 30 Weekdays Weekends OCTOBER 1 – MARCH 31	8:00 am – Sunset 8:00 am – 10:00 pm 8:00 am – Sunset
PINECLIFF	APRIL 1 – OCTOBER 31 <i>(All field play must end at 11:15 pm and lights out at 11:25 pm)</i> NOVEMBER 1 – MARCH 31 <i>(Except nights of A-Frame Reservations or when Sled Run – Skating Pond is open; then closes at 10:00 pm)</i>	8:00 am – 11:30 pm 8:00 am – Sunset
POINT OF ROCKS	YEAR ROUND	8:00 am – 10:00 pm
POINT OF ROCKS TRAIL PARKING LOT	MARCH 15 – OCTOBER 31 NOVEMBER 1 – MARCH 14	8:30 am – Sunset <i>By Special Request Form Only</i>
ROCKY RIDGE LANDING	YEAR ROUND	<i>By Special Request Form Only</i>
ROSE HILL	YEAR ROUND Monday – Friday Saturday Sunday	8:00 am – 8:00 pm 10:00 am – 8:00 pm 1:00 pm – 8:00 pm
URBANA	APRIL 1 – OCTOBER 31 NOVEMBER 1 – MARCH 31	8:00 am – 10:00 pm 8:00 am – Sunset
UTICA	YEAR ROUND	8:00 am – Sunset

**FREDERICK COUNTY PARKS AND RECREATION DIVISION
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2012 Frederick County Sports Field Data

Location	Type	Field #	Dimensions	Base Line	Formal	Informal	Infield Dirt	Total Square Feet
Ballenger Field #9 and Field #10 Availability to be determined based on construction progress in 2012	Softball (Lighted)	F1	285'	60', 65'	1		1	63,762
	Softball (Lighted)	F2	285'	60', 65'	1		1	63,762
	Softball (Lighted)	F3	285'	60', 65'	1		1	63,762
	Soccer – Permanent Goals	F4	197' x 322'		1			63,434
	Youth Baseball/Softball (No Pitcher's Mound)	F5	300'	50', 60', 70'	1		1	70,686
	Youth Baseball	F6	250'	50', 60', 70'	1		1	49,062
	Soccer – Permanent Goals	F7	195' x 330'		1			64,350
	Informal Soccer – Movable Goals	F8	TBD			1		20,250
	Multipurpose – Movable Goals	F9	165' x 300'			1		49,500
	Soccer – Permanent Goals	F10	TBD		1			64,350
	Soccer – Permanent Goals	F11	195' x 330'		1			64,350
	Multipurpose – Small, Informal	F12	Small			1		
Fountaindale	Multipurpose	F1	200' x 400'			1		80,000
Green Hill	U14/U16 Soccer Field – Permanent Goals	F1	180' x 300'		1			54,000
	U4/U6 Soccer Field	F2, F3, F6	51' x 75'			3		3,825
	U8 Double Nickel (DNL) Soccer Field	F4, F5, F7, F8	75' x 105'			4		7,875
Kempton	Baseball	F1	300'	90'	1		1	70,650
	Youth Baseball	F2	150'	60'	1		1	17,662
Libertytown	Youth Baseball (Lighted)	F1	200'	60'	1		1	31,400
	Baseball	F2	300'	60', 90'	1		1	70,650
	Soccer/Football - Permanent Combo Goals	F3	225' x 360'		1			81,000
Middletown	Softball/Baseball (No Pitcher's Mound)	F1	285'	60', 65', 90'	1		1	63,762
	Softball	F2	285'	60', 65'	1		1	63,762
	Baseball	F3	360'	90'	1		1	104,736
	Soccer/Football – Permanent Combo Goals	F4	200' x 360'		1			72,000
	Youth Baseball	F5	200'	60', 70'	1		1	31,100
	Informal Soccer (Coblentz) – Movable Goals	F6	200' x 360'			1		72,000
	Informal Soccer	F7	100' x 200'			1		20,000
Old National	Multipurpose – Permanent Goals	F1	210' x 360'		1			75,600
	Multipurpose – Permanent Goals	F2	210' x 360'		1			75,600
	Baseball	F3	350'	90'	1		1	92,990
	Soccer – Permanent Goals	F4	210' x 360'		1			75,600
	Soccer/Football – Permanent Combo Goals	F5	210' x 360'		1			75,600
Pinecliff	Softball (Lighted)	F1	270'	65'	1		1	57,227
	Softball (Lighted)	F2	295'	65'	1		1	69,315
	Softball (Lighted)	F3	300'	65'	1		1	70,650
	Softball (Lighted)	F4	270'	65'	1		1	57,227
	Softball (Lighted)	F5	310'	65'	1		1	75,439
Pt. Of Rocks	Soccer/Softball Combo – Movable Goals	F1	300' x 300'	60'	1			90,000
Urbana Community (w/Overlapping Fields)	Youth Baseball w/overlap	F1	200'	60'	1		1	24,750
	Youth Baseball w/overlap	F2	200'	60'	1		1	16,000
	Youth Baseball	F3	200'	60', 70'	1		1	31,400
	Soccer w/overlap	Upper	220' x 330'		1			72,600
	Informal Soccer	Lower	190' x 250'			1		47,500
Urbana District Field Availability for 2012 To Be Determined	Multipurpose – Football/Lacrosse	F1	210' x 360'		1			86,400
	Multipurpose	F2	240' x 360'		1			43,200
	Multipurpose	F3	180' x 240'		1			86,400
	Youth Baseball	F4	225'	60'	1		1	TBD
	Baseball	F5	325'	90'	1		1	TBD
	Softball	F6	300'	65'	1		1	TBD
Utica	Multipurpose – Anchored, moved by Parks crew	F1	210' x 360'		1			75,600
	Multipurpose – Anchored, moved by Parks crew	F2	210' x 360'		1			75,600
	Softball	F3	325'	65'	1		1	82,916
	Youth Baseball	F4	225'	60' 70'	1		1	39,741
	Youth Baseball/12U Restriction	F5	225'	60' 70'	1		1	39,741
Totals								

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Rec Center Fields

Centerville Rec Center	Youth Baseball Field Soccer Practice Field	F1 F2	201' 188' x 334'			1 1		69,792
Deer Crossing (Overlapping Fields)	Youth Baseball/Multipurpose Youth Baseball/Multipurpose	F1/F2 F3/F4				1 1		
Middletown Rec Center	Multipurpose	F1	352' x 437'			1		153,824
Oakdale Rec Center	Youth Baseball/Multipurpose Multipurpose Fields are closed due to school construction.	F4 F2	240' x 150'			1 1		36,000
Thurmont Rec Center	Multipurpose Field	F1 F2				1		143,900
Tuscarora Rec Center	Baseball/Multipurpose	F1	215' x 325'			1		69,875
Walkersville Rec Center	Baseball/Multipurpose	F1	215' x 325'			1		69,875

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